

STATE CONTROLLER'S OFFICE  
PERSONNEL/PAYROLL SERVICES DIVISION  
P. O. BOX 942850  
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DATE: October 6, 2010

PERSONNEL LETTER #10-024  
(CSU Only)

TO: All Campuses in the Uniform State Payroll System

FROM: Lisa Crowe, Chief  
Personnel/Payroll Services Division

RE: **CALIFORNIA STATE UNIVERSITY BARGAINING UNIT 3 SEPTEMBER 2010 SALARY INCREASE**

The agreement reached between the CSU and Bargaining Unit 3 (BU) 3 provides for a 0.045% General Salary Increase (GSI) effective with the September 2010 pay period. Refer to Technical Letter HR/Salary 2010-19 for further information.

An Employment History (EH) mass update was processed on Thursday evening, September 9, 2010, that posted a GEN transaction effective beginning of the September 2010 pay period. Further information regarding the mass update and special processing information are provided below.

#### PPSD EH UPDATE PROCESS

Employees in BU 3 who were active or on leave on July 1, 2010 and active or on leave at the September 2010 pay period are entitled to receive a 0.045% GSI effective the beginning of the September 2010 pay period. Employees in class codes 2322, 2323, 2356, 2362, 2365 and 2402 were excluded from the mass update per the above CSU technical letter.

Generally, eligible employees with an appointment expiration date that is prior to the beginning of the September 2010 pay period were excluded from the mass update. However, eligible employees with more than one active position and at least one of the positions has an appointment expiration date that is prior to the beginning of the September 2010 pay period may have been included in the EH mass update. Campuses can access a list of employees and the position number with the expired appointment expiration date via the CIRS Compendium Report H50, Cycle 1009, under Campus Detail, General Salary Increase. A tab-delimited file is also available by accessing report code H80 cycle 1009. Both compendium reports were available on September 10, 2010. Campuses must determine if the employees are to be reappointed or separated and key enter the appropriate transactions. If posted, the campus must void the GEN transaction if the employee is to be separated prior to the GEN effective date.

Employees with a separation effective date prior to the beginning of the September 2010 pay period may need an adjustment to their lump sum payments, if those payments extend beyond the August 2010 pay period. The GEN transactions will not be posted. PPSD will identify the affected employees and manually adjust the lump sum payments.

Faculty employees who have a red circle rate are not included in the EH mass update. PPSD will identify the affected employees and manually process the increases via the GEN transactions.

Employees on NDI, Supplementing with Catastrophic Leave Donations, are eligible for the GSI provided they meet the July 1 and September pay period eligibility requirement. If an employee was on NDI effective the beginning of the September 2010 pay period or later, the EH mass update will post the GEN transaction and generate the new rate. The mass update will also correct any subsequent transactions with the new salary rate. However, the mass update cannot update EH records for those employees who were on NDI prior to the beginning of the September 2010 pay period. PPSD will identify the affected employees and manually process the GEN transactions as well as correct any subsequent transactions.

### PAYROLL

The GSI was reflected on the September 2010 master payroll. Any EH record requiring manual processing were processed in time for the September 2010 Master Payroll.

### CAMPUS EH PROCESSING INSTRUCTIONS

Based on the update processed by PPSD, the following is a guideline for processing various EH transactions. The guideline includes the CRO transaction to remove the furlough pay reduction (Item 957/Item 815) and the transactions should be key entered in the order indicated. See Personnel Letter #10-021 for additional information on the CRO furlough cancellation transaction.

1. Separations prior to the September 2010 pay period:
  - a. CROV effective beginning of the September 2010 pay period (if applicable).
  - b. GENV effective beginning of the September 2010 pay period.
  - c. SXX.
2. Separations effective beginning of the September 2010 pay period or later, including Leaves Without Pay (S49 and 565 transactions with Job Injury Code = 7), should be processed as usual with the exception identified in #3 below. Also, do not void the GEN transaction.
3. Employees on NDI/Leave of Absence Without Pay as of the beginning of the September 2010 pay period and are to separate effective the beginning of the September 2010 pay period or later with lump sum vacation/extra hours (Item 621) requested on the separation transaction:
  - a. A57 or A58 effective same date as SXX and effective date hours = COB (reinstate at the old salary rate). Also, enter 'Lump Sum Only' in Item 215, EH Remarks.
  - b. GEN effective the same date as the A57 or A58 transaction and effective date hours = COB (enter the GSI salary rate in Item 820, Assigned Salary Rate).
  - c. SXX.
4. Leave of Absence effective the end of the August 2010 pay period or prior, including 565 transactions with Job Injury Code = 7:
  - a. CRO effective beginning of September 2010 pay period (if applicable).
  - b. GENV effective beginning of the September 2010 pay period.

c. SXX or 565.

NOTE: To manually remove furlough eligibility substantiation 89 input an \* in both Item 957, Eligibility Substantiation Code and Item 815, Red Circle Rate/Plus Salary to remove the values from both fields.

5. Appointments effective the end of the August 2010 pay period or prior and Item 450, Prior State Service = 3 or 4:

- a. AXX.
- b. CRO effective beginning of September 2010 pay period (if applicable).
- c. GEN effective beginning of the September 2010 pay period (enter GSI rate in Item 820, Assigned Salary Rate and change Item 330, Anniversary Date to NONE, if applicable).

NOTE: To manually remove furlough eligibility substantiation 89 input an \* in both Item 957, Eligibility Substantiation Code and Item 815, Red Circle Rate/Plus Salary to remove the values from both fields.

6. Appointments effective beginning of the September 2010 pay period or later and Item 450, Prior State Service = 3 or 4:

No GEN transaction is required. However, enter the new GSI rate in Item 820, Assigned Salary Rate.

7. Reinstatements effective the day before the beginning of the September 2010 pay period or prior, including A57, A58, A68, and 565 with Job Inquiry Code = 4 (if prior status was Job Injury Code 7) transactions:

- a. AXX or 565.
- b. 715 effective same date as the A68 or 565 transaction, if applicable to change Item 330, Anniversary Date and/or Item 430, Probationary Period due to non-qualifying pay periods.
- c. CRO effective beginning of September 2010 pay period (if applicable).
- d. GEN effective beginning of the September 2010 pay period (enter GSI rate in Item 820, Assigned Salary Rate).

NOTE: To manually remove furlough eligibility substantiation 89 input an \* in both Item 957, Eligibility Substantiation Code and Item 815, Red Circle Rate/Plus Salary to remove the values from both fields.

8. Reinstatements via the A57 or A58 transaction effective beginning of the September 2010 pay period or later:

- a. A57 or A58 (reinstate at old salary rate and remove Furlough Eligibility Substantiation code if applicable).
- b. GEN effective the same date as A57 or A58 (if applicable, enter the GSI salary rate in Item 820, Assigned Salary Rate).

NOTE: To manually remove furlough eligibility substantiation 89 input an \* in both Item 957, Eligibility Substantiation Code and Item 815, Red Circle Rate/Plus Salary to remove the values from both fields.

9. Reinstatements via the A68 or 565 transactions with Job Injury Code = 4 (if prior status was Job Injury Code 7) effective beginning of the September 2010 pay period or later:
  - a. A68 or 565.
  - b. CRO effective the same date as the A68 or 565 transaction, (if applicable).
  - c. 715 effective the same date as A68 or 565 transaction, if applicable to change Item 330, Anniversary Date and/or Item 430, Probationary Period due to non-qualifying pay periods.
  - d. GEN effective same the date as A68 or 565 transaction (enter the new GSI rate in Item 820, Assigned Salary Rate and HR/SA 2010-19 in Item 215, EH Remarks).

NOTE: To manually remove furlough eligibility substantiation 89 input an \* in both Item 957, Eligibility Substantiation Code and Item 815, Red Circle Rate/Plus Salary to remove the values from both fields.

10. When processing the transaction per condition #3, #7, #8, or #9 above, audit message 9320-02 or 330-02 will be received if the employee's salary rate is below the new minimum rate or was the old maximum rate. Attach the audit message to the PPT input document package and submit to PPSD for processing.
11. If a correction to a previously keyed transaction effective the beginning of the September 2010 pay period (i.e., keyed prior to the beginning of the September 2010 pay period effective date GEN transaction) is processed, audit message 9320-02 or 330-02 may be received. The transactions with the audit message attached to the PPT input document need to be submitted to PPSD for processing. Refer to the PIMS Manual for out-of-sequence processing. If other audit messages are received, please contact your CSU Audit's Representative.
12. Transactions not identified above, process as usual.

If you have any questions regarding the update process or above guidelines, please contact your CSU Audits' Representative.

LC:PMAB:JG